

## DA PRIVACY IMPACT ASSESSMENT (PIA)

**1. DA organizational name (APMS Sub Organization name).**

Deputy Chief of Staff for Personnel G-1, Civilian Personnel Directorate

**2. Name of Information Technology (IT) System (APMS System name).**

Resume Builder (RB)

**3. Budget System Identification Number (SNAP-IT Initiative Number).**

9990

**4. System Identification Number(s) (IT Registry/Defense IT Portfolio Repository (DITPR)).**

3809

**5. IT Investment (OMB Circular A11) Unique Identifier (if applicable).**

N/A

**6. Privacy Act System of Records Notice Identifier (if applicable).**

OPM-GOVT 5

A0690-200 DAPE Department of the Army Civilian Personnel Systems (January 6, 2004, 69 FR 790)

**7. OMB Information Collection Requirement Number (if applicable) and expiration date.**

N/A

**8. Type of Authority to collect information (statutory or otherwise):**

5 U.S.C. 1302, 3109, 3301, 3302, 3304, 3305, 3306, 3307, 309, 3313, 3317, 3318, 3319, 3326, 4103, 4723, 5532, and 5533;

5 U.S.C. 301, Departmental Regulations;

10 U.S.C. 3013, Secretary of the Army;

Executive Order 9397;

Army Regulation 690-200;

AR 215-1 and AR 215-3

**9. Provide a brief summary or overview of the IT system.**

The application will allow the user to build and review resumes and supplemental data to apply for DA civilian jobs. Data is currently stored within a central repository used by the Army Civilian HR Staffing Suite. A web-enabled automated system allows Army job applicants to check on the status of their job application and determine whether they have been referred for jobs. It is a component of the ACPNET Enclave.

**10. Describe what information in identifiable form will be collected and the nature and source of the information.**

Name, home phone, work phone, SSN date of birth, veteran's preference, military spouse employment preference, permanent address, current address, citizenship, e-mail address, awards, training, references, previous supervisors' names, spouse names, security clearance levels, certificates, licenses, hobbies, interests, employment history including US Armed Forces, relevant volunteer experience, education and pay. The source of this information is directly from the individual record subject.

**11. Describe how the information will be collected.**

Job applicants will create and store resumes and supplemental data through a web-enabled application form that can be accessed through a standard web browser at any internet location that has not been blocked by the CONUS-Theater Network Operations and Security Center (TNOSC).

**12. Describe the requirement and why the information in identifiable form is to be collected.**

The Resume Builder allows applicants to apply for an open vacancy announcement. The purpose of collection is to allow a staffing specialist to match job requirements to skills and qualifications contained in applicant's resume, to provide servicing personnel offices a Career Referral listing of candidates, to contact applicants and arrange for interviews, and to make job offers.

**13. Describe how the information in identifiable form will be used.**

The Civilian Human Resource Operation Centers will use automated tools to screen and filter resumes and supplemental data provided by potential candidates, to determine qualifications, and to issue referrals to selecting officials.

**14. Describe whether the system derives or creates new data about individuals through aggregation.**

This system does not create new data about individuals through aggregation.

**15. Describe with whom the information in identifiable form will be shared, both within and outside Department of the Army.**

Civilian Human Resources Operation Centers have access to both resume and supplemental data, military commanders and supervisors will be provided referral lists with associated resumes. External sharing of data from this system is consistent with the established blanket routine uses. Internal DoD agencies that would obtain access to PII in this system, on request, may include DOD IG, DCIS, Army Staff Principals in the chain of command, DAIG, AAA, USACIDC, INSCOM, PMG and ASA FM&C.

**16. Describe any opportunities individuals will have to object to the collection of information in identifiable form about themselves or to consent to the specific uses of the information in identifiable form.**

At the time the applicant registers to use the application, the screen clearly states the 'Authority', 'Purpose' and 'Disclosure' in which the Privacy Act information is being requested. The applicant at that time has the option to register, or not register, to use the application.

**17. Describe the process regarding how the individual is to grant consent.**

Individuals who are seeking employment specifically choose to enter items of PII requested by the system. The system provides the appropriate Privacy Act advisory statement to applicants.

**18. Describe any information that is provided to an individual and the format of such information and means of delivery.**

Individuals may seek access to information about themselves through online system access or by directing written inquiries to the installation or activity where the position vacancy is located. Individuals are furnished the appropriate privacy statements. There is an email component for requesting forgotten passwords.

**19. Describe the administrative/business, physical, and technical processes and controls adopted to secure, protect, and preserve the confidentiality of the information in identifiable form.**

The web pages are protected by Secured Socket Layer (SSL, i.e. HTTPS). The data and applications reside behind a firewall that includes intrusion monitoring capabilities. The systems are scanned regularly according to NETCOM guidance to identify potential vulnerabilities. The system and Army Civilian Personnel Network (ACPNNet) enclave abide by Defense Information Assurance Certification and Accreditation (DIACAP) policies and guidance. The system is restricted to personnel who have a need to know to perform official duties. The system is located in secure facilities and is adequately protected on secure servers. The information is protected by unique login ID and

passwords which prevents browsing and misuse of personal data by other users. The resume builder establishes an https session before allowing entry of privacy data.

**20. Identify whether the IT system or collection of information will require a System of Records notice. If not published, state when publication of the notice will occur**

Yes, see Item 6.

**21. Describe/evaluate any potential privacy risks the collection, use, and sharing of the information in identifiable form.**

Due to the level of safeguarding, we believe the risk to individuals' privacy to be minimal.

**22. Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals.**

None at this time.

**23. Describe/evaluate any risks posed by the adopted security measures.**

Due to the level of safeguarding, we believe the risk to individuals' privacy to be minimal.

**24. State classification of information/system and whether the PIA should be published or not. If not, provide rationale.**

The Privacy Act data in this system is For Official Use Only (FOUO) The PIA may be published.

**25. If a PIA is planned for publication, state whether it will be published in full or summary form.**

The PIA may be published in full form.